

About JLL

We're JLL. We're a professional services and investment management firm specializing in real estate. We help organizations around the world achieve their ambitions by owning, occupying and investing in real estate.

We're a Fortune 500 company. We work across 80 countries, in 280 different offices, with a team of over 77,000 individuals. And we look after a property portfolio of over 4bn square feet, all on behalf of our clients.

If you're looking to step up your career, JLL is the perfect professional home. At JLL, you'll have a chance to innovate with the world's leading businesses, put that expertise into action on landmark projects, and work on game-changing real estate initiatives. You'll also make long-lasting professional connections through sharing different perspectives, and you'll be inspired by the best. We're focused on opportunity and want to help you make the most of yours. Achieve your ambitions – join us at JLL!

What is your ambition? We'd like to know, because we make your ambitions our business. And if you have ambitions as a Team Assistant, helping you achieve them is what we do best. Join our team to develop your strengths and enjoy a fulfilling career full of varied experiences.

What this job involves

You'll endorse the administrative responsibility of the Retail Agency department and assist the team members in their tasks.

In this job, you'll be responsible for writing down and typing correspondence, making translations, for (digital) filing. You'll handle telephone calls and their follow up. You'll also update the department database and our website.

Working in a commercial department, you will organise and execute marketing actions and emails as well as prepare client presentations.

Last but not least, you'll manage the department budget and fee forecast in collaboration with the director in charge as well as the invoicing.

You will also work as P.A. to the Manager of our Belux Retail Agency department and hence work in close relationship with him.

Sound like you? To apply you need to be:

Smart

You'll hold a bachelor degree as management assistant or have experience in a similar function.

You'll have fluent knowledge of Dutch and French, both written and spoken, as well as a good working knowledge of English.

You have an interest and like working with figures. However, academic accountancy knowledge is certainly not required.

IT-Literate

We'll expect you to have a good knowledge of all MS Office softwares.

It will be an asset if you have interest for presentation softwares such as Indesign.

Organised

Achieve your ambitions

You keep on top of things as you'll often need to reorganize your time according to the department needs. Being well-structured and autonomous are essential to this function.

Open

Most importantly, you'll want to work as part of a supportive and talented team.

What you can expect from us

You'll join an entrepreneurial, inclusive culture. One where the best inspire the best. Where like-minded people work naturally together to achieve great things.

Join us to develop your strengths and enjoy a fulfilling career full of varied experiences. Bring your ambition and explore a world of possibility.

Apply today, sending your application + CV to donatienne.dechamps@eu.jll.com